

# LIST OF 700 COMMON SHORTHAND OUTLINES

## ARRANGED IN ALPHABETICAL ORDER

THESE OUTLINES REPRESENT APPROXIMATELY 68 PER CENT OF THE WORDS CONTAINED IN ORDINARY ENGLISH MATTER\*

A	AMOUNT	BAD
AN }	AN (See A)	BALANCE
ABLE	AND	BANK
ABOUT	ANIMAL	BASE
ABOVE	ANNOUNCE	BE
ACCORDING	ANOTHER	BEAUTIFUL
ACCOUNT	ANSWER	BECAUSE
ACROSS	ANY }	BECOME
ACT	IN }	BED
ADD	APPEAR	BEFORE
ADVANTAGE	APRIL	BEGIN
ADVERTISE	ARE	BEHIND
ADVERTISED	ARM	BELIEF
ADVERTISE- MENT	ART	BELIEVE
AFTER	AS }	BELIEVED
AFTERNOON	HAS }	BEST
AGAIN	ASK	BETTER
AGE	AT	BETWEEN
AGO	ATTEMPT	BEYOND
AGREE	ATTENTION	BIG
AIR }	AUGUST	BLACK
HEIR }	AUTHORITY	BLUE
ALL	AWAY	BOARD
ALONG	AWE (See OUGHT)	BODY
ALSO	AY (See I)	BOOK
ALTOGETHER	BABY	BOTH
AM	BACK	BOUGHT
AMONG		BOY
		BUOY }

\* See note regarding frequency with derivative outlines, page 8.

BRAKE (See <i>BREAK</i> )	CLEAN	DELIVER DELIVERED DELIVERY
BREAD	CLEAR	DEMAND
BREAK } BRAKE }	COAL	DEPEND
BRING	COARSE (See <i>COURSE</i> )	DESIRE
BROTHER	COLD	DETAIL
BROUGHT	COLOUR	DEVELOP
BUILD } BUILDING }	COME	DIE } DYE }
BUILT	COMFORT	DIFFER
BUOY (See <i>BOY</i> )	COMMIT	DIFFERENCE } DIFFERENT }
BURN	COMMON	DIFFICULT
BUSINESS	COMPANY	DIFFICULTY
BUT	COMPETITION	DIRECT
BUY } BY }	COMPLETE	DISCOVER
BYE }	CONDITION	DISTANCE
CALL	CONNECT	DISTRIBUTE
CAME	CONSIDER	DIVISION
CAN	CONTINUE	DO
CAPITAL	CONTROL	DOOR
CAR	COPY	DOUBT
CARE	COST	DOWN
CARRY	COULD	DRESS
CASE	COUNTRY	DRINK
CAUSE	COURSE } COARSE }	DRIVE
CELL (See <i>SELL</i> )	COVER	DURING
CERTAIN	CREDIT	DYE (See <i>DIE</i> )
CHANGE	CRY	EACH
CHARACTER	CUSTOM	EARLY
CHARGE	CUT	EARTH
CHEAP	DANGER	EASE
CHECK } CHEQUE }	DATE	EAST
CHIEF	DAY	EDUCATION
CHILD	DEAR	EFFECT
CHILDREN	DECEMBER	EITHER
CITY	DEEP	ELECTRIC
	DEGREE	ELECTRICITY

EMPLOY		FIRE		HAD	
END		FIRST		HALF	
ENGINE		FISH		HAND	
ENGINEER		FLY		HAPPEN	
ENGLISH		FOLLOW		HAPPY	
ENOUGH		FOOD		HARD	
EQUAL		FOOT		HAS (See AS)	
EQUALLY }		FOR		HAVE	
EVEN		FORCE		HE	
EVENT		FORM		HEAD	
EVER		FORWARD		HEALTH	
EVERY		FREE		HEAR	
EXAMPLE		FREQUENT		HERE }	
EXCEPT		FRIDAY		HEART	
EXCHANGE		FRIEND		HEAT	
EXCHANGED }		FROM		HEAVY	
EXIST		FRONT		HEIR (See AIR)	
EXPECT		FULL		HELP	
EXPECTED }		FULLY		HER	
EXPERIENCE		FURTHER		HERE (See HEAR)	
EXPERT		FUTURE		HIGH	
EXPRESS		GAVE		HIM	
EYE (See 'I')		GENERAL		HIMSELF	
FACE		GENERALLY		HIS (See IS)	
FACT		GENTLEMEN		HISTORY	
FALL		GET		HOLD	
FAMILY		GIRL		HOLE (See WHOLE)	
FAR		GIVE		HOME	
FARM		GIVEN }		HOPE	
FATHER		GO		HORSE	
FEAR		GOLD		HOUR (See OUR)	
FEBRUARY		GOOD		HOUSE	
FEEL		GOVERN		HOW	
FEW		GOVERNED }		HOWEVER	
FIELD		GOVERNMENT		HUNDRED	
FIGURE		GREAT		EYE AY }	
FINAL		GROUND			
FIND		GROW			

IDEA	4	LABOUR		MANY	
IF		LAND		MARCH	
IMMEDIATE		LANGUAGE } OWING		MARK	
IMPORTANT } IMPORTANCE		LARGE		MARKET	
IMPOSSIBLE		LAST		MARRY	
IMPROVE } IMPROVED		LATE		MASS	
IMPROVE- MENT		LAW		MASTER	
IN (See ANY)		LEAD		MATTER	
INCREASE		LEARN		MAY	
INDEED		LEAST		ME	
INDUSTRY		LEAVE		MEAL	
INFLUENCE		LEFT		MEAN	
INFORM } INFORMED		LESS		MEASURE	
INFORMATION		LET		MEAT } MEET	
INSTRUCTION		LETTER		MEMBER (See REMEMBER)	
INSURANCE		LIFE		MEMORY	
INTEREST		LIGHT		MERE } MR.	
IRON		LIKE		METHOD	
IS } HIS }		LIMIT		MIGHT	
ISSUE		LINE		MILE	
IT		LIST		MILK	
ITSELF		LITTLE		MILLION	
JANUARY		LIVE		MIND	
JUDGE		LONG		MINE	
JULY		LONGER		MINUTE	
JUNE		LOOK		MISS	
JUST		LOSS		MODERN	
KEEP		LOVE		MOMENT	
KIND		LOW		MONDAY	
KING		MACHINE		MONEY	
KNEW (See NEW)		MADE } MAID }		MONTH	
KNOW (See NO)		MAKE		MORE } REMARK }	
KNOWLEDGE		MAN		REMARKED }	
		MANUFAC- TURE MANUFAC- TURED }		MORNING	
				MOST	

MOTHER		OFFER		PASS	
MOTOR		OFFICE		PAY	
MOVE		OFFICIAL		PEACE }	
MR. (See MÈRE)		OFTEN		PIECE }	
MUCH		OH!		PENNY	
MUST		OWE }		PEOPLE	
MY		OIL		PERFECT	
MYSELF		OLD		PERHAPS	
NAME		ON		PERSON	
NATION		ONCE		PERSONAL	
NATURE		ONE		PICTURE	
NEAR		ONLY		PIECE	
NECESSARY		OPEN		(See PEACE)	
NEED		OPERATE		PLACE	
NEITHER		OPINION		PLAIN }	
NEVER		OPPORTUNITY		PLANE }	
NOVEMBER }		OR		PLAN	
NEW }		ORDER		PLANE	
KNEW }		ORGANIZE		(See PLAIN)	
NEWS		ORGANIZED		PLANT	
NEXT		ORGANIZATION		PLAY	
NIGHT		OTHER		PLEASE	
NO }		OUGHT }		PLEASURE	
KNOW }		AWE }		POINT	
NOR		OUR }		POLITICAL	
NORTH		HOUR }		POOR	
NOT		OURSELVES		POSITION	
NOTE		OUT		POSSIBLE	
NOTHING		OVER		POUND	
NOVEMBER		OWE (See OH!)		POWER	
(See NEVER)		OWING (See LANGUAGE)		PRESSENT	
NOW		OWN		PRICE	
NUMBER }		PAGE		PRINCIPAL }	
NUMBERED }		PAINT		PRINCIPALLY }	
OBJECT }		PAPER		PRINCIPLE }	
OBJECTED }		PART		PROBABLE }	
OBSERVATION		PARTICULAR		PROBABLY }	
OCTOBER		PARTY		PROBABILITY }	
OF				PRODUCT	
OFF					

PROFIT		REPRESENT		SEEN	
PROPERTY		REPRESENTED		SCENE	
PROVIDE		REQUIRE		SELF	
PUBLIC		RESPECT		SELL	
PUBLISH		RESPECTED		CELL	
PUBLISHED		RESPONSIBLE		SEND	
PULL		RESPONSIBILITY		SENSE	
PURPOSE		REST		SENT	
PUT		WREST		SEPTEMBER	
QUALITY		RESULT		SERIOUS	
QUARTER		RETURN		SERVE	
QUESTION		RIGHT		SERVICE	
QUICK		WRITE		SET	
QUITE		RIVER		SEVERAL	
RADIO		ROAD		SEW (See SO)	
RAIL		ROOM		SHALL	
RATE		ROUND		SHE	
RATHER		RULE		SHILLING	
WRITER		RUN		SHIP	
REACH		SAFE		SHORT	
READ		SAID		SHOULD	
READY		SAIL		SHOW	
REAL		SALE		SIDE	
REALLY		SAME		SIGN	
REASON		SATISFACTORY		SIMPLE	
RECEIVE		SATURDAY		SINCE	
RECENT		SAVE		SIR	
RECORD		SAY		SIT	
RED		SCENE		SITUATION	
REGARD		(See SEEN)		SIX	
REGRET		SCHOOL		SIZE	
REGULAR		SCIENCE		SMALL	
RELATE		SEA		SO	
REMARK		(See SEE)		SEW	
REMARKED		SECOND		SOW	
(See MORE)		SEE		SOME	
REMEMBER		SEA		SUM	
REMEMBERED		SEEM		SOMETIMES	
MEMBER				SOON	
REPORT					

SORT	o	SYSTEM	9	TOMORROW	✓
SOUND	e^	TABLE	1	TOO }	
SOUTH	e	TAKE	1	TWO }	
SOW (See SO)		TALK	1	TOUCH	
SPEAK	g	TAX	1	TOWARD }	
SPECIAL }	g	TEACH	1	TRADE }	1
SPECIALLY }	g	TELL	1	TOWN	1
SPEND }	g	TEST	6	TRADE	
SPENT }	g	THAN	6	(See TOWARD)	
STAND	p	THANK }	(	TRAIN	1
START	p	THANKED }	(	TRIED	1
STATE	p	THAT	(	TRouble	1
STATION	p	THE	•	TRUE	1
STEEL }	g	THEIR }	2	TRUST	1
STEAL }	g	THERE }	2	TRUTH	1
STEP	g	THEM	(	TRY	1
STILL	g	THEMSELVES	6	TUESDAY	
STONE	g	THEN	6	TURN	p✓
STOP	g	THERE		TWO (See TOO)	
STORE	g	(See THEIR)		UNDER	
STORY	g	THEREFORE	2	UNTIL	1
STRAIGHT	g	THESE	6	UP	1
STRANGE	g	THEY	(	UPON	1
STREET	g	THING	—	US	1
STRONG	g	THINK	(	USE	g
SUBJECT }	g	THIRD	2	USUAL }	1
SUBJECTED }	g	THIS	6	USUALLY }	1
SUCCESS	ab	THOSE	(	VALUE	✓
SUCH	p	THOUGH	(	VERY	1
SUGGEST	b	THOUGHT	(	VIEW	1
SUM (See SOME)		THOUSAND	6	VOICE	1
SUMMER	g	THROUGH	2	WAIST	
SUNDAY	g	THURSDAY	2	(See WASTE)	
SUPPLY	g	TILL	1	WALK	
SUPPORT	g	TIME	1	WANT	
SURE	g	TO	2	WAR	
SURPRISE	g	TOGETHER	—	WARM	
SWEET	p	TOLD	1	WAS	1
				WASTE }	
				WAIST }	✓

WATCH	1	WHILE	6	WORD	2
WATER	1	WHITE	6	WORK	2
WAY (See WEIGH)		WHO	1	WORLD	2
WE	1	WHOLE HOLE }	✓	WORTH	1
WEAK (See WEEK)		WHOM	1	WOULD	2
WEATHER	1	WHOSE	1	WREST (See REST)	
WEDNESDAY	1	WHY	1	WRITE (See RIGHT)	
WEEK }		WIDE	1	WRITER (See RATHER)	
WEAK }	2	WILL	6	WRITING	~
WEIGH }		WINDOW	1	WRITTEN	~
WAY }	1	WINTER	1	WRONG	~
WELL	6	WIRE	1	YARD	1
WENT	6	WISE	1	YEAR	1
WERE	3	WISH	1	YES	2
WEST	8	WITH	1	YESTERDAY	8
WHAT	2	WITHIN	6	YET	6
WHATEVER	2	WITHOUT	6	YOU	6
WHEN	6	WOMAN	2	YOUNG	6
WHENEVER	6	WOMEN	2	YOUR	6
WHERE	1	WONDERFUL	1		
WHETHER	1	WONDER- FULLY }	✓		
WHICH	1				

## DERIVATIVE OUTLINES

THESE DERIVATIVES, TOGETHER WITH THE ROOT WORDS,  
REPRESENT APPROXIMATELY 80 PER CENT OF THE WORDS  
CONTAINED IN ORDINARY ENGLISH MATTER

ably	1	added	1	advertising	1
accounts	6	adding	1	afterwards	1
accounting	2	addition	1	afternoons	1
acts	6	additions	1	against	1
acting	~	additional	1	ages	6
action	1	advantages	1	aged	1
actions	1	advertises	1	ageing	1
adds	6	advertis- ments }	1		

agrees	1	anywhere	✓	balancing	8.
agreed	1	appears	✓	bases	6
agreeing	1	appeared	✓	based	6
agreeable	1	appearing	✓	basing	6
agreeably	1	arms	✓	basic	6
agreement	1	armed	✓	basis	6
agreements	1	arming	✓	beautifully	6
airplane	2	army	✓	became	6
airplanes	2	armies	✓	becomes	6
airs } heirs }	2	arts	✓	beds	6
airy	2	asks	✓	been	6
almost	2	asked	✓	begins	6
already	2	asking	✓	beginning	6
although	2	attempts	✓	began	6
always	2	attempting	✓	begun	6
amongst	2	authorities	✓	believes } beliefs }	6
amounts	2	authoritative	✓	believing	6
amounting	2	babies	✓	bigger	6
<u>animals</u>	2	babyish	✓	biggest	6
<u>announces</u>	2	backs	✓	blackness	6
announced	2	backed	✓	boards	6
announcing	2	backing	✓	boarding	6
announce- ment	2	backward	✓	bodies	6
announce- ments	2	backwards	✓	bodily	6
announcer	2	background	✓	books	6
announcers	2	badly	✓	booked	6
answers	2	banks	✓	booking	6
answered	2	banked	✓	boys } buoys }	6
answering	2	banking	✓	boyhood	6
anybody	2	balances	✓	boyish	6
anyone	2	balanced	✓		
anything	2				

brakes }		carefully		chiefs	
braking }		carefulness		cities	
broken		careless		citizen	
broke		carelessly		citizens	
broken		carelessness		cleans	
bringing		carries		cleaned	
brings		carried		cleaning	
brothers		carrying		clears	
builds }		cars		cleared	
buildings }		cases		clearing	
buoys (See boys)		causes		clearly	
burns		causing		clearer	
burned }		cells (See sells)		coals	
burnt }		celled		coal-field	
burning		certainly		coal-fields	
businesses		certainty		coal-mine	
buys		changes		coal-mines	
buying		changed		coldly	
buyer		changing		coldness	
buyers		changeless		colours	
calls		characters		colouring	
called		charges		colourless	
calling		charged		colourful	
cannot (See Section 12, p. 37)		charging		comes	
capitalists		cheaper		coming	
capitalist		cheapest		comforts	
capitalists		cheaply		comforting	
cares		cheapness		comfortable	
cared		checks }		comfortably	
caring		cheques }		commits	
careful		checked		committed	
		checking		committing	
				commitment	

commitments		copying		deeply	
committee		costs		degrees	
committees		costing		delivers	
commons		countries		deliveries	
companies		countryside		delivering	
competitions		courses		demands	
completes		covers		demanding	
completing		covered		depends	
completion		covering		depending	
conditions		coverings		dependant	
conditional		credits		dependent	
connects		crediting		dependents	
connecting		cries		dependence	
connection		cried		desires	
connections		crying		desired	
considers		customs		desiring	
considered		customer		details	
considering		customers		develops	
consideration		cuts		developed	
considerations		cutting		developing	
considerable		dangers		development	
considerably		dangerous		developments	
continues		dates		dies	
continued		dating		dyes	
continuing		days		died	
continuance		daily		dyed	
continual		daylight		dying	
continually		dearer		dyeing	
continuous		dearest		differences	
controls		dearly		differs	
controlling		deeper		differed	
copies		deepest		differing	
copied				difficulties	
				directs	
				directing	

directly		drinking		engines	
director		drank		engineers	
directors		drunk		engineering	
direction		drives		Englishman	
directions		driving		Englishmen	
discovers		drove		equals	
discovered		driven		equalled	
discovering		dyes (See <i>dies</i> )		equality	
distances		dyed (See <i>died</i> )		evening	
distant		dyeing (See <i>dying</i> )		evenings	
distributes		earlier		events	
distributing		earliest		eventful	
distribution		easy		everybody	
distributions		easily		everyone	
divisions		eastern		everything	
divisional		educational		everywhere	
doing		effects		examples	
does		effected		exception	
done		effecting		exceptions	
did		effective		exceptional	
doors		electrical		exceptionally	
doubting		electrically		exchanges	
doubtful		employs		exchanging	
doubtfully		employed		exists	
downs		employing		existed	
dresses		employment		existing	
dressing		employee		existence	
dressed		employees		expects	
dressmaker		employer		expecting	
dressmakers		employers		experiences	
dressmaking		ends		experienced	
drinks		ending		experiencing	

experts		fewer		forwarding.	
expresses		fewest		freely	
expressed		fields		frequently	
expressing		figures		friends	
expression		figured		friendly	
expressions		figuring		fronts	
expressly		finally		fuller	
eyes		finds		fullness	
faces		finding		furtherance	
faced		found		furthermore	
facing		fires		gets	
facts		-fired		getting	
falls		firing		got	
falling		fireplace		girls	
sell		fireplaces		girlish	
fallen		fireside		gives	
families		fishes		giving	
farms		fishing		goes	
farming		flies		going	
fathers		flying		gone	
fears		flew		golden	
feared		follows		goods	
fearing		followed		goodness	
fearful		following		good-nature	
fearfully		feet		good-night	
fearfulness		forces		governs	
fearless		forced		governing	
fearlessly		forcing		governments	
fearlessness		forms		greatly	
feels		formed		greatness	
feeling		forming			
feelings		forwards			

grounds		heavier		homely	
grows		heaviest		hopes	
growing		heavily		hoped	
grown		heaviness		hoping	
growth		heirs (See <i>airs</i> )		hopeful	
grew		helps		hopefully	
hands		helping		hopefulness	
handing		helped		hopeless	
happens		helpful		hopelessly	
happened		helpfully		hopelessness	
happening		helpfulness		horses	
happier		helpless		hours (See <i>ours</i> )	
happiest		helplessly		hourly	
happily		helplessness		houses	
happiness		herself		housed	
hardest		higher		housing	
hardly		highest		hundreds	
hardness		highly		hundredth	
heads		highland		ideas	
headed		highlands		immediately	
heading		highroad		improves	
headline		highroads		improve- ments	
headlines		highway		improving	
headway		highways		income	
healthy		histories		incomes	
healthiest		historic		inside	
hears		historical		into	
hearing		historically		increases	
heard		holds		increased	
hearts		holding		increasing	
heats		held		increasingly	
heating		holes			
		homes			

industries		kindness		learner	
industrial		kindest		learner.	
industrialist		kinder		leaves	
industrialists		kings		leaving	
industrious		kingly		lessen	
influences		knows		lessening	
influenced		knowing		lessened	
influencing		knowingly		lets	
informs		known		letting	
informing		labours		letters	
instructions		laboured		lifeless	
insurances		labouring		lifetime	
interests		lands		lives	
interested		landing		lights	
interesting		languages		lighting	
irons		largest		lightly	
ironed		lasts		lighter	
ironing		lasting		likes	
issues		lately		liked	
issued		later		liking	
issuing		laws		likely	
its		lawful		likeness	
judges		lawless		limits	
judged		leads		limiting	
judging		leading		limitless	
judgment		leader		lines	
judgments		leaders		lined	
keeps		led		lining	
keeping		learns		lists	
kept		learned		lives	
kinds		learnt		lived	
kindly		learning		living	

longs		markets		merely	
longed		marketing		methods	
longing		marketable		miles	
longhand		marries		mileage	
looks		married		milkman	
looked		marrying		milkmen	
looking		masses		millions	
losses		massed		minds	
lost		massing		minding	
loves		masters		mines	
loved		mastering		mining	
loving		masterpiece		minutes	
lovingly		masterpieces		misses	
lovely				missed	
lower		matters		missing	
lowest		material		moments	
lowly		materials		momentary	
machines		materially		momentarily	
maids		meals		months	
makes		means		monthly	
making		meaning		moreover	
maker		meant		mornings	
makers		measures		mothers	
mankind		measured		motherly	
men		measuring		motors	
manufactures		meats } meets }		motoring	
manufacturing		meeting		moves	
manufacturer		meetings		moved	
manufacturers		met		moving	
marks		members (See remembers)		movement	
marked					
marking		memories			

movements		objections		ours hours }	
names		observations		outline	
namely		offers		outlines	
named		offered		outlook	
nameless		offering		outlooks	
nations		offices		outset	
national		officer		outside	
nationally		officers		outstanding	
natural		officially		outward	
naturally		officials		oversea	
nearer		oils		overseas	
nearest		opens		overtake	
nearly		opened		overtook	
needs		opening		overtime	
need		openings		owns	
newer		operates		owning	
newly		operating		owner	
newspaper		operation		owners	
newspapers		operations		pages	
nights		operator		paints	
nightly		operators		painting	
no-one		opinions		painter	
nowhere		opportunities		painters	
north-west		orders		papers	
notes		ordering		papered	
noting		orderly		papering	
numbers		organizing		parts	
numbering		organizations		parting	
objects		others		partly	
objecting		otherwise		particularly	
objection				parties	

passes	6	plays	6	pricing	6
passed	6	playing	6	principles	6
past } past	6	played	6	principals } principals	6
passing	6	player	6	products	6
pays	6	players	6	profits	6
paying	6	playground	6	profited	6
paid	6	playgrounds	6	profiting	6
payment	6	pleases	6	profitable	6
payments	6	pleased	6	profitably	6
peaceful	6	pleasing	6	properties	6
peacefully	6	pleasingly	6	provides	6
pieces	6	pleasures	6	provided	6
pennies	6	points	6	providing	6
peoples	6	pointing	6	pulls	6
perfectly	6	politically	6	pulling	6
perfects	6	poorer	6	purposes	6
perfecting	6	poorest	6	purposely	6
perfection	6	poorly	6	puts	6
personally	6	positions	6	putting	6
personality	6	possibly	6	qualities	6
persons	6	pounds	6	quarters	6
pictures	6	pounding	6	quartered	6
places	6	powers	6	quarterly	6
placed	6	powerful	6	questions	6
placing	6	powerfully	6	questioned	6
plains } planes	6	powerless	6	questioning	6
plans	6	presents	6	quickly	6
planned	6	presenting	6	quicker	6
planning	6	presently	6	quickest	6
plants	6	prices	6	quicken	6
planting	6	priced	6	quickens	6

quickening		regrets		resting	
radios		regretted		wrestling	
railway		regretting		restfulness	
railways		regrettable		restlessness	
rates		regrettably		results	
rated		regularly		resulting	
rating		relates		returns	
rateable		relating		returned	
reaches		relation		returning	
reached		relations		rights	
reaching		remarks		writes	
reads		remarkable		rightly	
reading		remarkably		rivers	
reader		remembers		roads	
readers		members		roadman	
read		remembering		roadmen	
readily		reports		rooms	
ready-made		reporting		rounds	
reasoned		represents		rounding	
reasons		representing		roundly	
reasonable		representation		rules	
reasonably		representative		ruled	
reasoning		representatives		ruling	
receives		requires		runs	
received		required		running	
receiving		requiring		ran	
recently		requirement		safely	
records		requirements		safest	
recording		respects		safety	
regards		respecting		sails	
regarding		respectful		sales	
regardless		respectfully		sailing	
		rests		sailed	
		wrests			

sailor		selves		shown	
sailors		sends		showroom	
satisfactorily		sending		showrooms	
saves		sensed		sides	
saved		senses		siding	
saving		senseless		signs	
saying		sensing		signed	
says		seriously		signing	
scenes		seriousness		simpler	
schools		serves		simplest	
schooling		served		simply	
schooled		serving		simplicity	
school-book		services		sirs	
school-books		sets		sits	
school-days		setting		sitting	
sciences		sews } sows }		sat	
seas (See sees)		shillings		situations	
seconds		ships		sixty	
seconding		shipped		sized	
secondly		shipping		sizes	
secondary		shipment		sizing	
sees } seas }		shipments		smaller	
seeing		shipbuilding		smallest	
saw		shipyard		somehow	
seems		shipyards		something	
seemed		shortest		somewhere	
seemly		shortly		sorts	
sells } cells }		shorthand		sorting	
selling		shows		sounds	
seller		showed		sounding	
sellers		showing		south-west	

SOWS (See *sows*)

speaks	8
speaking	9
spends	8
spending	8
stands	8
standing	8
starts	8
starting	8
stated	8
stating	8
states	8
statesman	8
statesmen	8
statement	8
statements	8
stations	8
steeling }	8
stealing }	8
steels }	8
steals }	8
steps	8
stepped	8
stepping	8
stones	8
stony	8
stops	8
stopped	8
stopping	8
stores	8
stored	8
storing	8

stories	8
straightforward	9
strangest	9
strangely	9
streets	8
strongly	8
subjects	8
successes	8
successful	8
successfully	8
suggests	8
suggesting	8
suggestion	8
sums	8
summed	8
summing	8
summers	8
supplies	8
supplied	8
supplying	8
supports	8
supporting	8
surely	8
surprises	8
surprised	8
surprising	8
sweetly	8
sweetest	8
systems	8

tables	8
takes	8
taking	8
taken	8
took	8
talks	8
talking	8
talked	8
taxes	8
taxed	8
taxing	8
taxation	8
teaches	8
teaching	8
teacher	8
teachers	8
tells	8
telling	8
tests	8
testing	8
thanks	8
thankning	8
thankful	8
thankfulness	8
thankless	8
thanklessness	8
things	8
thinks	8
thinking	8
thirds	8
thoughts	8
thoughtful	8

thoughtfully	5	turns	10	voices	6
thoughtfulness	5	turned	10	voiced	6
thoughtlessness	5	turning	10	voicing	6
thousands	6	underground	10	waists	
thousandth	6	understand	10	(See wastes)	
throughout	7	understands	10	wait	
times	7	understanding	10	(See weight)	
today	7	undertake	10	waits	
touches	7	undertaken	10	(See weights)	
touched	7	undertakes	10	waiting	11
touching	7	undertaking	10	walks	20
towards		undertakings	10	walking	21
(See trades)		undertook	10	walked	22
towns	8	upward	10	walker	23
trading	8	upwards	10	walkers	24
trades		upper	10	wants	25
towards } towards } <td>8</td> <td>uses</td> <td>9</td> <td>wanting</td> <td>26</td>	8	uses	9	wanting	26
tradesman	8	used	9	wars	27
tradesmen	8	using	9	warlike	28
trains	9	useful	9	warmest	29
training	9	usefully	9	warmly	30
trained	9	usefulness	9	warmth	31
troubles	9	useless	9	wastes } waists }	32
troubled	9	uselessly	9	wasting	33
troubling	9	uselessness	9	watches	34
troublesome	9	values	9	watched	35
truly	9	valued	9	watching	36
trusts	9	valuing	9	watchful	37
trusting	9	valuable	9	watchfulness	38
tries	9	valueless	9	waters	39
trying	9	views	9	watered	40
		viewed	9	watering	41
		viewing	9	watery	42

ways (See <i>weighs</i> )	wholly	working
wayside	widest	worker
weakly (See <i>weekly</i> )	wider	workers
weakness	widely	workman
week-end	widen	workmen
week-ends	widened	worlds
weeks	widens	worthless
weekly } weakly }	widening	worthlessness
weighed	willing	wrests (See <i>rests</i> )
weighing	willingly	wresting (See <i>resting</i> )
weighs } ways }	willingness	writers
weight } wait }	windows	wrongs
weights } waits }	winters	wronged
well-being	wintering	wronging
well-known	wires	wrongly
wells	wiring	wrong-doing
whereas	wired	wrote
wherein	wireless	yards
whereupon	wisely	years
whilst	wishes	yearly
whiteness	wished	yourself
wholesale	wishing	yourselves
	words	
	works	
	worked	

## PHRASES

The phrases used in the shorthand pages of this book have been formed in accordance with the following rules—

*A.* Phrases may be formed by the joining together of two or more of the outlines appearing in the list of the 700 most frequently used shorthand outlines, or derivatives of these outlines, as: b... *it is*, b... *it is not*, c... *if you*, c... *if you can*, ✓... *to our*, v... *to turn*, etc.

*B.* Special phrases are used to represent very common word groups, and sixteen points for the formation of such phrases are listed below—

1. *THE*: represented by a small tick, written either upwards or downwards at a sharp angle:  
*✓ in the, ↗ with the, ↘ for the, ↗ and the, ↗ on the, ↘ pay the, ↙ take the, etc.*
2. *I*: represented by writing the first part of the sign only: —... *I can*, —... *I am*, —... *I believe*, —... *I want*, —... *I went*, —... *I agree*.
3. *HE*: represented *medially or finally* by a short downstroke: —... *that he may*, —... *for he*, —... *if he*, —... *when he*.
4. *MUCH*: represented by strokes *m* and *ch*: —... *how much*, —... *too much*, —... *so much*, —... *very much*.
5. *WILL*: represented by upward *l*: ✓... *I will*, ✓... *you will*, ✓... *they will*, ✓... *it will*, ✓... *he will*.
6. *US*: represented by circle *s*: —... *to us*, —... *for us*, —... *to give us*.

7. *S-W, S-S:* represented by large circle:  $\textcircled{6}$  as well as,  $\textcircled{L}$  as we have, etc.;  $\textcircled{6}$  this is,  $\textcircled{O}$  as is,  $\textcircled{O}$  is as,  $\textcircled{L}$  as soon as.

8. *WERE:* represented by strokes *w* and *ray*:  $\textwedge$  we were,  $\textwedge$  they were; *ar*:  $\textwedge$  you were.

9. *ARE:* represented by initial hook *r*:  $\textwedge$  they are.

10. *BEEN, THAN, OWN:* represented by final hook *n*:  $\textwedge$  have been,  $\textwedge$   $\textcircled{J}$  had been,  $\textwedge$   $\textcircled{J}$  better than,  $\textwedge$   $\textcircled{J}$  more than,  $\textwedge$   $\textcircled{J}$  rather than,  $\textwedge$   $\textcircled{J}$  our own,  $\textwedge$   $\textcircled{J}$  their own.

11. *HAVE, OF:* represented by final hook *f/v*:  $\textwedge$  which have,  $\textwedge$   $\textcircled{L}$  who have,  $\textwedge$   $\textcircled{L}$  out of,  $\textwedge$   $\textcircled{L}$  number of,  $\textwedge$   $\textcircled{L}$  rate of.

12. *NOT, TO:* represented by halving and by hook *n*:  $\textwedge$   $\textcircled{J}$  I am not,  $\textwedge$   $\textcircled{J}$  I will not,  $\textwedge$   $\textcircled{J}$  I cannot,  $\textwedge$   $\textcircled{J}$  I do not,  $\textwedge$   $\textcircled{J}$  I did not,  $\textwedge$   $\textcircled{J}$  had not,  $\textwedge$   $\textcircled{J}$  we will not,  $\textwedge$   $\textcircled{J}$  we cannot,  $\textwedge$   $\textcircled{J}$  we do not,  $\textwedge$   $\textcircled{J}$  we did not,  $\textwedge$   $\textcircled{J}$  you will not,  $\textwedge$   $\textcircled{J}$  you cannot,  $\textwedge$   $\textcircled{J}$  were not;  $\textwedge$   $\textcircled{J}$  may not be;  $\textwedge$   $\textcircled{J}$  able to.

13. *MUST:* represented by stroke *m* and circle *s*:  $\textwedge$   $\textcircled{J}$  must be,  $\textwedge$   $\textcircled{J}$  must not be.

14. *CON:* represented by writing the outline close to the preceding outline:  $\textwedge$   $\textcircled{J}$  in connection,  $\textwedge$   $\textcircled{J}$  in control,  $\textwedge$   $\textcircled{J}$  in consideration,  $\textwedge$   $\textcircled{J}$  we consider,  $\textwedge$   $\textcircled{J}$  we continue,  $\textwedge$   $\textcircled{J}$  this company,  $\textwedge$   $\textcircled{J}$  this committee,  $\textwedge$   $\textcircled{J}$  I will comfort,  $\textwedge$   $\textcircled{J}$  it is common,  $\textwedge$   $\textcircled{J}$  in condition, etc.

15. *THEIR, THERE*, represented by doubling the stroke preceding  
*OTHER*: these words: — *in their*, — *I*  
*am sure there is*, — *some other*.

16. *HUNDRED*, represented by strokes *n*, *th*, and *m* respectively:  
*THOUSAND*, 1 *one hundred*, 2 *two hundred*; 1 *one*  
*MILLION*: 1 *thousand*, 2 *two thousand*, 2 *two hundred*  
*thousand*; 1 *one million*, 2 *two million*.

C. Phrases shown under *B* may be joined, where convenient, to other outlines: — *I agree*, — *I agree that the*; V *it will*, V *it*  
*will be*; — *have been*, — *we have been*; Y *I do not*, Y *I do*  
*not think*; — *must be*, — *it must be*.

These rules cover most phrases ordinarily required by the short-hand writer in general work. Further phrases are taught in the textbooks and in The New Phonographic Phrase Book. In addition, lists of phrases for use in the reporting of specialized matter are available should students require them at a later stage of their study.